

DOP/HRISD Procedures

The following procedures must occur in the following order:

- The DOP Communications Office approves, schedules and communicates Payday FYI request.
- The DOP Communications Office forwards link or provides URL of policy and procedures to Program Sponsor.
- HRISD communicates Payday FYI to payroll offices via the Administrative Message Screen in PAY1 system.
- HRISD provides mailing labels to Program Sponsor (upon request).
- The DOP Communications Office ensures that information is posted to Payday FYI website on scheduled date.
- The DOP Communications Office prepares email and forwards to agency designees one business day prior to published payday.

The following procures may occur at any time:

- HRISD/DOP ensures upon notification from agency that printed copy count and designee information is kept current.
- The DOP Communications Office maintains website which includes the archiving of postings and the monthly updating of website whether or not there is a posting that month.
- DOP/HRISD troubleshoot undelivered electronic versions.
- HRISD provides Communications office with annual cut off calendar for posting to website.